



Department of  
**NEIGHBORHOOD EMPOWERMENT**

# **Neighborhood Council Election**

## **Acceptable Forms of Documentation**

Updated February 18, 2014

***\*Note: Voters and candidates may be required to show more than one form of documentation to verify eligibility as a stakeholder. Contained in this document are just a sample of some (not all) of the acceptable forms of documentation that candidates and voters may use to establish their stakeholder status. This list will be updated periodically to incorporate any new forms that are deemed acceptable. The City of Los Angeles, Department of Neighborhood Empowerment and the City Clerk have sole discretion on the acceptability of any document presented.***

## **NEIGHBORHOOD COUNCIL ELECTION LIST OF ACCEPTABLE FORMS OF DOCUMENTATION**

In general, stakeholders must show documentation that substantiates their claimed stakeholder status. The following items will constitute acceptable forms of documentation for establishing stakeholder status. Different categories may require different forms of documentation.

Neighborhood Councils that have chosen the “self-affirmation” method for identifying stakeholders will not require documentation in order to vote.

### **HOMEOWNER REPRESENTATIVE**

The following forms of documentation shall be acceptable proofs of homeownership to run or vote for Homeowner Representative for those Neighborhood Councils that require stakeholders to own residential property within the Neighborhood Council’s boundaries. You will need to show one proof from List A **and** one proof from List B (document must prove stakeholder status claim), **or** two from List B. At least one document from List B must prove that you own a residential property within the boundaries of the Neighborhood Council. These documents are marked with an asterisk.

**All documentation provided must, to a reasonable extent, show the stakeholder’s name and the address of the residential property in question.**

### **List A**

- † Valid CA Driver’s License
- † Valid CA Identification Card
- † Valid Passport
- † Valid picture ID with name (work, school, gym, club, credit card, etc.)

### **List B**

- † Social Security Card
- † Mail with your name and the address within the boundaries
- † Letter from local Neighborhood Watch
- † Current utility bill
- † Los Angeles (L.A.) County property tax bill\*
- † Mortgage statement\*
- † Home Owner’s Association bill\*
- † Home owner’s insurance documentation\*
- † Other similar documentation proving occupancy/tenancy

## **RENTER/TENANT REPRESENTATIVE**

The following forms of documentation shall be acceptable proofs of renter status to run or vote for Renter/Tenant Representative for those Neighborhood Councils that require stakeholders to rent within the Neighborhood Council's boundaries. You will need to show one proof from List A **and** one proof from List B (document must prove stakeholder status claim), **or** two from List B. At least one document from List B must prove that you rent within the boundaries of the Neighborhood Council. These documents are marked with an asterisk.

**All documentation provided must, to a reasonable extent, show the stakeholder's name and the address of the rental property in question.**

### **List A**

- † Valid CA Driver's License
- † Valid CA Identification Card
- † Valid Passport
- † Valid picture ID with name (work, school, gym, club, credit card, etc.)

### **List B**

- † Social Security Card
- † Mail with your name and the address
- † Letter from local Neighborhood Watch
- † Residential lease or rental agreement\*
- † Rent payment receipt\*
- † Renter's insurance documentation\*
- † Letter from landlord confirming renter/tenant status\*
- † Other similar documentation proving occupancy/tenancy

## **RESIDENTIAL REPRESENTATIVE**

The following forms of documentation shall be acceptable proofs of residency to run or vote for Residential Representative for those Neighborhood Councils that require stakeholders to reside within the Neighborhood Council's boundaries. You will need to show one proof from List A, **or** two from List B. At least one document from List B must prove that you reside within the boundaries of the Neighborhood Council. These documents are marked with an asterisk.

**All documentation provided must, to a reasonable extent, show the stakeholder's name and the address of the residence in question.**

### **List A**

- † Valid CA Driver's License
- † Valid CA Identification Card
- † Valid Passport
- † Valid picture ID with name (work, school, gym, club, credit card, etc.)

### **List B**

- † Social Security Card
- † Residential lease or rental agreement\*
- † Los Angeles (L.A.) County property tax bill
- † Mortgage statement or rent receipt\*
- † Home owner's or renter's insurance documentation\*
- † Current utility bill\*
- † Home Owner's Association bill
- † Letter from landlord confirming renter/tenant status\*
- † Mail with your name and address\*
- † Letter from local Neighborhood Watch
- † Other similar documentation proving occupancy/tenancy\*

***\*Some Neighborhood Councils may require candidates running for Resident/Owner Seat to both live and own their place of residency. These candidates must show proof of both ownership and occupancy in order to be eligible to run for the seat. Please refer to the Homeowner Representative or Renter/Tenant Representative lists for proof of ownership or rental status.***

## **BUSINESS/COMMERCIAL**

The following forms of documentation shall be acceptable proofs of employment or ownership in a business within the Neighborhood Council's boundaries (if required to vote or run for a business/commercial representative). You will need to show one proof from List A **and** one from List B **or** two from List B. At least one document from List B must prove that you work at or own a business within the boundaries of the Neighborhood Council. These documents are marked with an asterisk.

**All documentation provided must, to a reasonable extent, show the stakeholder's name and the name and address of the business in question.**

### **List A**

- † Valid CA Driver's License
- † Valid CA Identification Card
- † Valid Passport
- † Valid picture ID with name (work, school, gym, club, credit card, etc.)

### **List B**

- † Business lease or rental agreement\*
- † Commercial mortgage statement or lease receipt\*
- † Current City of LA Business license\*
- † Los Angeles (LA) County property tax bill\*
- † Social Security Card
- † Work permit
- † Staff roster\*
- † Personal business card\*
- † Printed advertisement or webpage of business
- † Letter from employer on business letterhead verifying employment\*
- † California (CA) State Board of Equalization resale certificate\*
- † Pay check or stub\*
- † Letter/documentation from Business Improvement District (BID) or Chamber of Commerce\*
- † Billing statements from vendors\*
- † Current utility bill\*
- † Mail with your name and the name and address of the business
- † Other similar documentation proving employment or business ownership\*

## **COMMUNITY INTEREST**

A Community Interest Stakeholder is one who declares a stake in the neighborhood and is defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council's boundaries and who may be in the community organizations such as, but not limited to education, non-profit and/or religious.

In determining the factors used to evaluate whether a person has qualified as a Community Interest stakeholder, documentation is based on the plain meaning of the terms "substantial and ongoing," referring to an interest in a Neighborhood Council that is measurable, important, weighty and continuous. In addition, the documentation must satisfy City Council's intent by precluding those stakeholders with a fleeting outside interest from participating as candidates or voters in a Neighborhood Council election.

Receipts from businesses in the neighborhood will not be accepted.

Some Neighborhood Councils may require the community based, senior, youth, environmental, service or volunteer organization or group to meet at least a predetermined number of times within a predefined period of time.

## **RELIGIOUS INSTITUTIONS/SCHOOLS/COMMUNITY BASED ORGANIZATIONS**

The following forms of documentation shall be accepted as proof of employment/participation in a religious institution, school, or community-based organization. You will need to show one proof from List A **and** one from List B **or** two from List B. At least one document from List B must prove that you participate or work in a community-based organization, school or religious institution within the boundaries of the Neighborhood Council. These documents are marked with an asterisk.

**All documentation provided must, to a reasonable extent, show the stakeholder's name and the name and address of the community-based organization, school or religious institution in question.**

### **List A**

- † Valid CA Driver's License
- † Valid CA Identification Card
- † Valid Passport
- † Valid picture ID with name (work, school, gym, club, credit card, etc.)

### **List B**

- † Pay check or stub\*
- † A letter on letterhead stating that you are a substantial and ongoing active participant\*
- † Personal business card, membership card or participation certificate\*
- † Receipt of membership dues\*
- † Staff roster\*
- † A flyer, weekly calendar, or newsletter

- † Printed advertisement or webpage
- † Other similar documentation proving that you work or participate in a substantial and ongoing manner in a community-based organization\*, school, or religious institution\*

**MISCELLANEOUS GROUP SUCH AS VOLUNTEER OR SERVICE GROUP**

The following forms of documentation shall be accepted as proof of employment, participation, and membership in a volunteer or service group. You will need to show one proof from List A **and** one from List B **or** two from List B. At least one document from List B must prove that you participate or work in a volunteer or service group within the boundaries of the Neighborhood Council. These documents are marked with an asterisk.

**All documentation provided must, to a reasonable extent, show the stakeholder's name and the name and address of the volunteer or service group in question.**

**List A**

- † Valid CA Driver's License
- † Valid CA Identification Card
- † Valid Passport
- † Valid picture ID with name (work, school, gym, club, credit card, etc.)

**List B**

- † Pay check or stub\*
- † A letter on letterhead stating that you are a substantial and ongoing active participant\*
- † Personal business card, membership card or participation certificate\*
- † Receipt of membership dues\*
- † Staff roster\*
- † Other similar documentation proving that you work or participate in a substantial and ongoing manner in a volunteer or service group\*

**DISTRICT/AREA/ZONE REPRESENTATIVE**

The following forms of documentation shall be proofs of residency/ownership/employment or participation within a district/zone/area (to run or vote for a district/zone/area representative for those Neighborhood Councils that require stakeholders to reside, work or participate in a certain district/zone/area.) You will need to show one proof from List A **and** one from List B **or** two from List B. Please refer to other applicable categories in this document that can be used to prove your claim within the district/zone/area inside the boundaries of the Neighborhood Council. At least one document from List B must prove your status within the district/zone/area within the boundaries of the Neighborhood Council. These documents may be found in other applicable stakeholder categories below.

**All documentation provided must, to a reasonable extent, show the stakeholder's name and the address of the property in question.**

## **List A**

- † Valid CA Driver's License
- † Valid CA Identification Card
- † Valid Passport
- † Valid picture ID with name (work, school, gym, club, credit card, etc.)

## **List B**

- † Documents from List B under *Homeowner Representative*
- † Documents from List B under *Residential Representative*
- † Documents from List B under *Business/Commercial*
- † Documents from List B under *Religious Institutions/Schools/Community Based Organizations*
- † Documents from List B under *Miscellaneous Group Such As Volunteer/Service Group*
- † Other similar documentation proving that you participate in the district/area/zone of the Neighborhood Council

## **SENIOR REPRESENTATIVE**

**Age Specific Category:** The following forms of documentation can be accepted as proof of appropriate age to vote or run for position (if required as in the case of some Neighborhood Councils that have age restrictions to run or vote for a Senior Seat). You will need to show one proof from List A **or** two from List B. At least one document from List B must prove your age.

## **List A**

- † Valid CA Driver's License
- † Valid CA Identification Card
- † Valid Passport

## **List B**

- † Birth Certificate
- † Senior pass or discount cards
- † Medicare or AARP membership card
- † Senior center membership card
- † Other similar documentation proving that you are a senior citizen

**Participation Requirement Category:** The following forms of documentation shall be accepted as proof of participation, employment, and membership for those Neighborhood Councils that only require proof of participation, employment, and membership in an organization that serves Seniors in order to vote or run for the Senior Seat. You will need to show one proof from List A **and** one from List B **or** two from List B. At least one document from List B must prove that you participate, work at, or are a member in an organization that serves senior citizens within the boundaries of the Neighborhood Council. These documents are marked with an asterisk.



**All documentation provided must, to a reasonable extent, show the stakeholder's name and the name and address of the senior citizen organization in question.**

**List A**

- † Valid CA Driver's License
- † Valid CA Identification Card
- † Valid Passport
- † Picture ID (work, school, club, credit card, etc.)

**List B**

- † Pay check or stub\*
- † A letter on letterhead stating you are a substantial and ongoing active participant\*
- † Personal business card, membership card or participation certificate\*
- † Receipt of membership dues\*
- † Staff roster\*
- † Other similar documentation proving that you work or participate in substantial and ongoing manner in a senior citizen service group or organization

**YOUTH REPRESENTATIVE**

**Age Specific Category:** The following forms of documentation shall be accepted as proof of appropriate age to vote or run for position (if required as in the case of some Neighborhood Councils that have age restrictions to run or vote for a Youth Seat. You will need to show one proof from List A **or** two from List B. At least one document from List B must prove your age.

**List A**

- † Valid CA Driver's License
- † Valid CA Identification Card
- † Valid Passport
- † Valid school ID with address and date of birth (DOB)

**List B**

- † Birth Certificate
- † Other similar documentation proving that you meet the youth age qualifications

**Participation Requirement Category:** The following forms of documentation shall be accepted as proof of participation, employment, and membership for those Neighborhood Councils that require proof of participation, employment, and membership in an organization that serves youth in order to vote or run for the Youth Seat. You will need to show one proof from List A **and** one from List B **or** two from List B. At least one document from List B must prove that you participate, work at, or are a member in an organization that serves youths within the boundaries of the Neighborhood Council. These documents are marked with an asterisk.

**All documentation provided must, to a reasonable extent, show the stakeholder's**

**name and the name and address of the youth organization in question.**

**List A**

- † Valid CA Driver's License
- † Valid CA Identification Card
- † Valid Passport
- † Valid picture ID (school, work, gym, club, credit card, etc.)

**List B**

- † Pay check or stub\*
- † A letter on letterhead stating that you are a substantial and ongoing active participant\*
- † Personal business card, membership card or participation certificate\*
- † Receipt of membership dues\*
- † Staff roster
- † Other similar documentation proving that you work or participate in a substantial and ongoing manner in a youth organization

**PARK ADVOCATE/ENVIRONMENT REPRESENTATIVE**

The following forms of documentation shall be accepted as proof of park advocacy or employment, participation, or membership in an environmental group or organization. You will need to show one proof from List A **and** one from List B **or** two from List B. At least one document from List B must prove that you are a park advocate or participate, work at, or are a member in an environmental organization within the boundaries of the Neighborhood Council. These documents are marked with an asterisk.

**All documentation provided must, to a reasonable extent, show the stakeholder's name and the name and address of the park advocacy group or environmental organization in question.**

**List A**

- † Valid CA Driver's License
- † Valid CA Identification Card
- † Valid Passport
- † Valid picture ID (school, work, gym, club, credit card, etc.)

**List B**

- † Environmental magazine subscription
- † Pay check or stub\*
- † A letter on letterhead stating that you are a substantial and ongoing active participant\*
- † Personal business card, membership card or participation certificate\*
- † Receipt of membership dues\*
- † Staff roster\*

- † Other similar documentation proving that you work or participate in a substantial and ongoing manner in a park advocacy group or environmental organization

### **HORSE OWNER REPRESENTATIVE**

The following forms of documentation shall be accepted as proof of horse ownership. You will need to show one proof from List A **and** one from List B **or** two from List B. At least one document from List B must prove horse ownership within the boundaries of the Neighborhood Council. These documents are marked with an asterisk.

**All documentation provided must, to a reasonable extent, show the stakeholder's name and an address corresponding to horse ownership within the Neighborhood Council.**

#### **List A**

- † Valid CA Driver's License
- † Valid CA Identification Card
- † Valid Passport
- † Valid picture ID (school, work, gym, club, credit card, etc.)

#### **List B**

- † Membership card from a horse owner's club or similar organization\*
- † Certificate of horse ownership\*
- † A copy of a horse stable boarding agreement with the horse owner's name and the name and address of the stable\*
- † Receipt from veterinarian with the horse owner's name\*

### **HOMELESS REPRESENTATIVE**

A stakeholder who is homeless within the neighborhood may run or vote for this seat. You will need to show one proof from List A **and** one proof from List B (document must prove stakeholder status claim), **or** two from List B.

#### **List A**

- † Valid CA Driver's License
- † Valid CA Identification Card
- † Valid Passport
- † Valid picture ID (school, work, gym, club, credit card, etc.)

#### **List B**

- † A letter from shelter with your name and the name and address of the shelter
- † Self-affirmation to be eligible to vote for Neighborhood Councils that have chosen to use this format

## **AT-LARGE SEAT**

A stakeholder within the NC's boundaries may run or vote for this seat. For some NCs this seat may also be the Factual Basis Seat. You will need to show one proof from List A **and** one proof from List B (document must prove stakeholder status claim), **or** two from List B.

### **List A**

- † Valid CA Driver's License
- † Valid CA Identification Card
- † Valid Passport
- † Valid picture ID (school, work, gym, club, credit card, etc.)

### **List B**

- † Any documentation previously listed in this document based on the type of stakeholder qualification to run and vote for the seat
- † Self-affirmation to be eligible to vote for Neighborhood Councils that have chosen to use this format

## SAMPLE LETTER

(Please prepare letter on the entity's letterhead with address and contact information)

Date

City of Los Angeles  
Neighborhood Council Elections

To Whom It May Concern:

\_\_\_\_\_ (name of stakeholder) is a  
\_\_\_\_\_ (insert relationship, e.g. volunteer, customer, participant,  
etc.) in our organization (or business). We consider her/him to be a substantial and  
ongoing participant (or customer) in our activities (or business).

(Please describe details of the stakeholder's participation that shows a substantial and  
ongoing engagement with your organization or business.)

Sincerely,

Name  
Title